

Questions from the Supplemental Educational Services Meeting

Please keep in mind that the questions and answers here are based on those that were discussed during the Vendor Provider Meeting in Frankfort on August 23, 2005. These included questions that were submitted online prior to the meeting. This list will be updated after the next set of questions is submitted on August 29.

If you have further questions, please submit them by email kderfp@kde.state.ky.us by August 29, 2005 and we will address them.

Question: Does everyone have to apply?

Answer: The standard has been increased and improved – everyone has to reapply.

Question: As a school, do they register as a new emerging program?

Answer: Designed for faith-based programs, a school would not qualify for that. If you have been a provider but not a school district – you would apply for full approval.

Question: What kind of supplemental services have you offered in the past? Would they say no?

Answer: If you are new to SES, you would respond “none”. If you wish, you may include other tutoring services provided.

Question: What is required in the financial statement?

Answer: They are looking for evidence that you are solvent – not going to fold up and disappear next week – a statement from the bank saying that you have an account in good standing – schools will have statements that can show their solvency – that we’re not going to become your primary source of income

Question: How many windows for the application process?

Answer: One application window every year. Once approved, you will be on the list as long as you are in accordance with your contract.

Question: What services can we offer this year if they differ from last year?

Answer: Stay with the wider spectrum so that you don’t have to amend later. If you are currently on the list you need to amend the application if future services will differ.

Question: If we are on the list now and want to add to what we have originally, is now the time to do it?

Answer: Yes now is the time.

Question: We are serving just one county but want to spread to another, is there an amendment process?

Answer: Right now no but there will be in the future.

Question: Can a minimum number of students be set?

Answer: Should not set the minimum to a certain number. It hurts you as a provider

and the kids.

Question: If we are going to establish in a county that we don't serve – How long do they have to set up services – do we have the entire year – start in a certain timeframe?

Answer: Really need to start immediately. Remember as a school district offering supplemental services, the district has to by law start the services as soon as they possibly can – expect the districts to begin talking to parents.

Question: If a program requires a group setting and there are not enough students for the group, can adjustments be made?

Answer: You should adjust the numbers but not the program.

Question: With this application can you add or take out?

Answer: Yes, this is a brand new application.

Question: If you weren't an SES provider in the past but do have data that has been kept....although they haven't provided the services can they answer?

Answer: Yes as long as they are educational services you can answer the questions.

Question: Who does the actual reading or if there is an error will there be questions given back?

Answer: No. The reading is done by an outside agency. Readers outside the department will include scores and comments from readers and get info back to the providers.

Question: Is it ok to use research projects that the company has done?

Answer: Yes

Question: Does the application have to be double-spaced?

Answer: Yes – use Times New Roman

Question: is there a process in place if provider was approved and then no longer approved?

Answer: Right now no.

REMINDER: Some of the questions say and/or but please provide what you do have.

Question: Do the first 4 questions deal with a school?

Answer: Yes

Question: If something is missing when we turn it in will we have an opportunity to respond?

Answer: No

Question: What information do we need if we are using other organization's facilities?

Answer: Include letters that you have somewhere to provide the services. Schools are not required to let you in, even if they are providing services. You should include a short letter stating that you've been allowed to use whatever specific facility. (Section 2)

Question: If multiple counties are being served, do we have to provide locations for all

Answer: of them?
Yes.

Question: If we serve 28 districts should we get an agreement with all of those districts?

Answer: Yes, you would need to this in advance. Amendment process not in place – Looking at having that in place by the spring semester – you can go to the websites and see Tier 2 schools – those are the schools that the district must offer free & reduced services to.

Question: What is the turn-around time?

Answer: September 6th (deadline) / September 26th (posted info) – check the website – you can check that quicker than waiting on the letter.

Question: How long are they able to provide services if not approved?

Answer: Until the end of the calendar year. You have to contact parents and let them know they need to find a new provider – they have a 3-month period to make a transition.

Question: Will you have to have a new window of enrollment for parents if they were being served by a provider that does not get approved under the new application?

Answer: There is just one overall window but districts will set-up new enrollments for parents.

Question: What would cause a current provider not to be approved?

Answer: Nothing specific. The discretion is up to the readers according to the new rubric.

Question: If retired teachers form an entity do they have to have liability insurance?

Answer: If they are providing services then they act as a company – they have to have insurance just as a provider would. They should check with their insurance provider, not an employee of the district (separate entity).

Question: If schools become a provider, what sort of liability insurance do they need?

Answer: Same that covers the district.

Question: Can satellite locations operate under SES license?

Answer: Yes, if they are listed in the application. If you expand afterwards, then the application needs to be amended.

Question: How do you arrive at the maximum numbers?

Answer: Consider capacity (referenced in question #14)

Suggestion from group – Look at counties surrounding office (as far as numbers for an estimate).

Question: If you are new and emerging and have 4 sites within one county – does the cap refer to your site or your organization as a whole?

Answer: Organization as a whole.

Note- New and emerging refers to those that are just getting off the ground (churches that have doing this in the basement and are now expanding.)

Question: Are only free & reduced lunch students eligible for SES?

Answer: Yes

Question: How do we respond to Part J1 & J2 Compliance with Federal, State and Local Health & Safety Standards and Part and Compliance with Federal, State and Local Civil Rights?

Answer: They are looking for a signed letter that you are in compliance. You should do everything in your power. (ex. building inspections)

Question: Some of the questions cannot be adequately addressed in space allotted. What do we do?

Answer: The application was not released initially in word format; any text changes to the actual application will invalidate the application. We expect to see the full exact application back. You may need to add attachments, which is ok. However, if it says 2-page limit – it is limited to that.

Question: Has the 3000 character maximum been omitted?

Answer: Yes

Question: Should we provide Scientific data that is lengthy, condense, or include best practices?

Answer: Both

NOTES:

NCLB scores are available.

Diane Robertson - State information from last years CATS & Aug NCLB & briefing information are available on the web.

Dawn Offutt - “and/or” on the application means that it doesn’t have to be provided if you don’t have access.

Think before you listing yourself as STATEWIDE. If you are not geographically close, you must already have a satellite site. If you do list yourself as STATEWIDE, you are expected to provide services for all within the state that ask.

Question: Will no traveling expenses be reimbursed? What if you are mobile? You can’t bill gas into your per student cost?

Answer: If building into cost, yes...can’t bill separately.

Question: If we have a site in Nelson, can we only use that site to serve Nelson County?

Answer: You may provide services to other counties, but you must provide that as information to the parents.

Question: We have a site across the state line. Can students choose to use that site if it is closer for them?

Answer: Will look into that. My initial assumption is that it is up to parents...will let you know.

Question: Wouldn’t it benefit a district to know in advance providers who provide services?

Answer: The districts have to wait until the providers are approved.

Question: We are getting lots of phone calls from districts. Should there be letters to districts with the areas that are served?

Answer: Districts have the right to call and ask for services. If you choose to serve a district not listed on your original application, you would need to amend.

Question: What if a provider is approved as statewide, and a Corporation is willing to do the service?

Answer: If statewide, then the service has to be available; it is at the parents discretion.

Question: Letters listing all providers went out and we got back questions asking for a teacher list?

Answer: The district cannot give the provider a list of eligible children. They can provide parents with a list of the SES provider available.

Question: Under the grade levels served, should we answer "0" since we are a new provider?

Answer: Yes, put zero if you are a new provider. This part of application is just for informational purposes. If you are a school providing the services, you can choose to put in the schools population there.

Question: Can SES providers look up free/reduced lunch under Title I? Can we notify parents?

Answer: Free & reduced lunch & those serviced by title I funds are two different things. Also, the names of free & reduced lunch students are not sent out without the parents expressed consent.

Question: How much money does a districts usually spend on SES?

Answer: Diane Robertson- District has to spend an amount equal to 20% of the district allocation if they are identified as Tier 2 or above. The district can get the money from different sources; it is not required to come from title I funds. The per pupil expenditure amount is equal to the Title I allocation divided by the census poverty population. Either that amount or the actual cost for the services (whichever is less) SES providers can look on allocations. The Federal allocations are listed on www.ed.gov. If you are looking at their website, they will give you the amounts, but that is before the state takes off monies required such as administrative.

Question: What is the latest census poverty data date?

Answer: 2002

Question: Is everything with the state in line with federal guidelines?

Answer: Yes

Question: If we are approved statewide, when are we required to serve students in requesting counties? For example, if a county if far-eastern or far-western Kentucky contacts us, must we provide services immediately or would we have some time to establish a satellite, and hire and train tutors?

Answer: ASAP, so that they are available when districts ask.

Question: Is it a requirement to list the maximum amount?

Answer: Yes

Question: Can the services provided include equipment expenditure? Can you ask for money up front to cover the costs for equipment?

Answer: Payment is after the services are provided. There is no up front money.

Question: What is typical?

Answer: Provider gives the district information and then the district sends you an invoice.

Question: Do you contract with each district?

Answer: Yes

Question: How do you answer the hourly rate charged or weekly rate charged?

Providers do it differently. You can provide rate of how you usually charge.

Question: After school programs for entire school year are hard to calculate; what should I do?

Answer: We need it broken down to however you usually charge.

Note from Audience- We use a spreadsheet for kids to keep track.

Question: Did any providers develop a service and lose it last year? Or maybe not have any students or parents request their services?

Answer: No, not last year, but that possibility exists. Parents make final decisions. I suggest that you prepare for, and present well at provider fairs.

Question: Can you market your services?

Answer: Yes, but through districts only. No mailers to parents.

Question: Provider canvassing around schools...where is fine line?

Answer: It is a fine line. In essence, it is not allowed.

Question: Can we do a press release?

Answer: Yes, but you must acknowledge there are other providers.

Question: Even marketing material must say that we are one of many?

Answer: If it is a Company promotional thing, then no, but you should still consider it. It is good to reference KDE's website, where we list all providers approved.

Note- District supervisors must be kept in loop...everything happens through them. If you violate the assurance, then you will be removed as a provider.

Question: How do we get a list of EIA?

Answer: You have to go to their website. It is formed under the Office of SES. There is a link on our website to theirs.

Question: What is the total number of points needed on application for approval?

Answer: 75 out of 100. Our previous score was set at 70, but the goal NCLB is proficiency for districts, so we agreed that we should get proficient providers.

Note- The grading rubric has been improved to include partial points.

- Question:** When is the next application due?
Answer: Amendment will be implemented by January 2006.
- Question:** When will the next round be?
Answer: Summer 2006. There will not be another round for all providers to apply again unless there are changes to laws, which is always possible.
- Question:** What If a provider has changes?
Answer: Submit an amendment.
- Question:** Pg 12, links to scientific research.. What are your thoughts on how we relate?
Answer: Staying in line with KY Core content, and you should show links that go along with KY expectations.
- Question:** Are contractual services agreements in the SES Toolkit a recommendation or requirement?
Answer: Recommendation. These have been reviewed by our legal department and approved.
- Question:** Tool Kit, attachment 20 Appendix E.... May they modify?
Answer: We are still modifying the monitoring process. Every piece in the tool kit is samples of information that we are looking for. It is just to your advantage to have them.
- Question:** Can district require that this is the format we want our data synthesized in?
Answer: District can't impose any changes in program that has been approved at the state level. They can request, but providers aren't required to do so.
- Question:** Is there a federal timeline for districts to spend SES funds?
Answer: The district must spend SES funds each fiscal year. Expenditures are set federally until 2007. You must however, consider census poverty changes.
- Question:** How long it will last?
Answer: SES providers are working to put themselves out of business. As long as there is a need, my guess is SES will be available. Research will be looked at by congress as to how it is helping students.

NOTE- Application must be received, NOT postmarked by Sept 6, 2005 at 4pm...also, that IS A HOLIDAY WEEKEND.